

Class Specification
County of Fairfax, Virginia

CLASS CODE: 4416

TITLE: DEPUTY SHERIFF SECOND LIEUTENANT

GRADE: C-21

DEFINITION:

Under general supervision, and in accordance with federal, state, county, and agency regulations, performs first-line supervisory duties in the field of law enforcement, specifically, in the areas of correctional services, community corrections, court services and administration; as well as any other duties assigned by superiors on behalf of the Sheriff.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Deputy Sheriff Second Lieutenant position differs from Deputy Sheriff Sergeant position in that the Deputy Sheriff Sergeant assists the Deputy Sheriff Second Lieutenant in routine supervisory duties whereas the Deputy Sheriff Second Lieutenant has full supervisory responsibilities.

Deputy Sheriff Second Lieutenant is responsible for day to day operational supervision whereas the Deputy Sheriff First Lieutenant is a command staff officer who has direct involvement in policy development and a greater span of control.

ILLUSTRATIVE DUTIES:

Plans, schedules, assigns, and reviews the work of subordinates engaged in correctional services, community corrections, court services, administration and special assignments;
Conducts and documents agency equipment and personnel inspections to ensure compliance with agency standards;
Recommends formal disciplinary actions and administers informal discipline to staff as a result of violation of standard operating procedures;
Prepares correspondence in response to citizen, inmate and employee complaints and inquiries;
Reviews reports of assigned personnel on activities and incidents, recommends additional action to be taken, if appropriate;
Prepares annual budget for assigned section for submission to the Branch Chief;
Coordinates emergency operations and response procedures between agency and other public safety entities;
Initiates and conducts criminal and internal investigations;
Gives testimony in court on actions taken during arrests and investigations in criminal matters;
Conducts performance appraisals for both civilian and uniformed subordinates;
May act as hearing officer for inmate disciplinary hearings;
Prioritizes daily operational objectives;
May serve as an instructor at the Criminal Justice Academy;
Prepares and conducts formal and informal instruction on a variety of mission-related subjects to diverse audiences;
Ensures that subordinates receive appropriate training.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the policies, procedures, and practices of the functional area to which assigned;

Considerable knowledge of the department's standard operating procedures and guidelines;

Knowledge of supervisory techniques and the ability to apply them effectively;

Considerable knowledge of the agency's emergency equipment and riot, hostage, fire and disaster plans;

Considerable knowledge of federal, state, and county laws and ordinances applicable to the functional area to which assigned;

Working knowledge of agency's information systems technology (e.g. PCs, Live-Scan, etc.)

Demonstrated skill in the use of firearms, defensive tactics and nonlethal weapons;

Skill in making accurate observations;

Ability to effect a physical arrest;

Ability to establish and maintain good working relationships with fellow staff members, inmates, external departments and agencies;

Ability to effectively handle situations requiring tact, diplomacy, fairness, and good judgment;

Ability to communicate clearly and concisely, both orally and in writing;

Ability to work effectively under stress;

Ability to maintain reasonable physical fitness standards in relation to mission responsibility.

EMPLOYMENT STANDARDS

Any combination of education, experience and training equivalent to the following:

High school graduation or possession of a G.E.D. issued by a state department of education;

PLUS

Must be presently serving in the rank of Deputy Sheriff Sergeant.

REVISED: March 15, 2001

REVISED: February 14, 1990

REVISED: July 19, 1988

September 4, 1986

July 1977